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February 5, 2003

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To: Community Based Alternatives (CBA) Home and Community Support
Services Agencies (HCSS)
CBA Assisted Living/Residential Care

Subject: Long Term Care (LTC)
Information Letter No. 03-01
Medical Necessity and CARE F3652-A for a CBA Applicant in a Nursing
Facility (NF)

Effective February 3, 2003, the Texas Department of Human Services is revising the policy of when an HCSS agency will be authorized to complete a F3652-A for a CBA applicant residing in a nursing facility.

The case manager will continue to inform the HCSS agency if they should complete a F3652-A for applicants residing in a nursing facility. This will be communicated on a F2067 that is sent with the pre-enrollment home health authorization.

If the HCSS agency is informed that they must not complete a F3652-A for the applicant, they may ask the NF for a courtesy copy of the F3652-A, but if the NF refuses, then the HCSS will not be found out of compliance for not having a copy of the F3652-A.

Please contact your contract manager if you have any questions. Contract Managers should contact Gerardo Cantú at (512) 438-3693 if they have any questions.

Sincerely,

Signature on file

Becky Beechinor
Assistant Deputy Commissioner
Long Term Care Services

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